

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-06-14054/0002	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-06-14054	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-06-14054
		✓	9B. DATED (SEE ITEM 11) 03/08/07
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to include two attachments that were omitted.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The attachment entitled "COST/PRICE INSTRUCTIONS" has been added. The text is as follows:

COST PROPOSAL INSTRUCTIONS

The period of performance for this contract includes:

Base Period	6 months	Fixed Price
Option Period I	12 months	CPFF
Option Period II	3 months	Fixed Price
Option Period III	12 months	Fixed Price - IDIQ
Option Period IV	12 months	Fixed Price - IDIQ
Option Period V.	12 months	Fixed Price - IDIQ

All information relating to cost or pricing must be included in this volume of the proposal; under no circumstances shall cost or pricing data be included elsewhere. In addition to a hard copy of the information, to expedite review of the proposal, offerors are requested to submit a computer disk containing the cost schedules requested below, if this information is available using a commercial spreadsheet program on a personal computer. Please indicate the software program used to create this information. Offerors should include the formulas and factors used in calculation of the financial data on the disk as well as the basic financial information. Although submission of the computer disk will expedite review, failure to submit the disk will not affect consideration of your proposal.

The Government anticipates making award on initial offers, without discussions. Therefore, the cost proposal should be prepared in sufficient detail to permit thorough and complete evaluation by the Government without additional correspondence or communication. During its evaluation, the Government may request clarifications, answers to questions that assist in the Government's understanding of information contained in the cost proposal, or the correction of minor omissions or errors that do not alter the offer. Consequently, failure to provide sufficient cost details, supporting documentation and the required schedules may result in the rejection of the offer if the Government awards on initial proposals.

If the Contracting Officer determines that an Offeror's initially proposed costs do not reflect what it would reasonably cost that Offeror to perform the requirements, then the Contracting Officer may make adjustments to the proposed costs in accordance with FAR 15.404-1 (d)(2)(ii) to determine cost realism.

A. GENERAL

The Offeror shall submit a signed Proposal Cover Sheet (Table A) containing the following information:

- a. Solicitation number;
- b. Name and address of offeror;
- c. Name and telephone number of point of contact;
- d. Proposed cost, fee and total;

e. The following statement:

"This proposal is submitted in response to the solicitation in Item 1. By submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.";

f. Date of submission;

g. Name, title and signature of authorized representative;

h. Clearly identify separate cost data associated with each year of the contract's period of performance. Provide the cost detailed breakdown on spreadsheets (cost schedules) as follows:

1. Total Contract Summary (Schedule 1)

2. Total Summary for each period of the contract (Base, Option I, Option II, Option Period III, Option Period IV, and Option Period V) supported by Worksheets for base quantities and option quantities.

[All costs, rates, factors, and calculations must be shown and supporting rationale and documentation included.]

B. Labor

A. Provide the proposed hourly labor rates for all labor categories utilized in the proposal. Clearly indicate any algorithm or calculations used to compute the proposed direct labor rates and show how the proposed rates compare to current employees' or category average rates. Provide the basis and rationale for the labor rates proposed; for example, company-wide bidding rates, current salary data for named individuals, survey data or anticipated new-hires, etc. Show how company categories are mapped to the RFP categories.

Provide the current labor rates from payroll records and, also those labor rates escalated to the cost proposal performance period (10/01/03 - 9/30/08).

B. These labor hours represent the Government's best estimate of the level of effort to be ordered under the anticipated contract to be awarded, based on historical data. The Government contemplates award of one Cost-Plus-Fixed-Fee contract resulting from this solicitation. Offerors may propose different level of effort quantities, but must provide rationale for doing so.

<u>Period</u>	<u>Base Quantity</u>	
Option Period I	3985	No Optional Quantities

The hours identified above do not include management at a level higher than the project management or the clerical support staff. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable labor

hours for these personnel. If this type of effort is normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contract will not be allowed.

Offerors can assume an equal distribution of hours annually within the specified ordering periods of the contract. The actual distribution of hours utilized during contract performance may vary significantly from that is depicted above. When identifying individuals assigned to the project, specify in which of the above categories the identified individual belongs.

G. Other Direct Costs (ODC) and Travel

Identify the major other direct cost items that are directly charged under your approved accounting system. Offerors should identify and estimate amounts for any ODC's which are anticipated to support the proposed effort that will be a direct charge to the contract in accordance with its approved accounting system (for example travel, postage/delivery, copying, and telephone. Offerors are required to include a rationale for any additional ODCs proposed.

C. The amounts above are exclusive of any applicable indirect cost and fee.

D. Offerors should break out proposed ODCs as follows:

_____	ODCS
<u>Period</u>	<u>Base Quantity</u>

Option 1

H. Divisions, Subsidiaries, Parent or Affiliated Companies

If other divisions, subsidiaries, a parent or affiliated company will perform work or furnish materials under the proposed contract, please provide the name and location of such affiliates and your intercompany pricing policy. Separately identify costs and supporting data for each such entity proposed.

I. Consultant Services

Identify any contemplated consultants. State the amount of service, in direct labor hours, estimated to be required and the consultant's quoted daily or hourly rate.

J. Subcontracts

The Offeror shall submit, with this proposal, details of subcontract costs and financial data in the same format as the Prime contractor's cost and financial data for subcontracts that are the lower of either--

1. More than \$100,000; or
2. More than 10% of the prime contractor's proposed price.

The Offeror shall conduct appropriate cost or price analysis to establish the reasonableness of the proposed subcontract prices. The results of these

analyses should be included in the cost proposal.

Offerors that enter into subcontracts other than on a cost-reimbursement type basis may make appropriate adjustments to the instructions and schedules. Information as to the type of subcontract contemplated and documentation to show why the contract type (i.e. fixed price, time & materials, labor hour, cost-reimbursement, etc.) is anticipated must be included.

The Government reserves the right to request additional cost and price data to be submitted by the prime contractor at lower dollar thresholds than that stated above.

K. INDIRECT COSTS (OVERHEAD, GENERAL AND ADMINISTRATIVE EXPENSES)

Unless your proposed indirect rate(s) have recently been accepted by a contracting agency of the U.S. Government, provide the following detailed supporting computations:

1. Include historical or budgeted data. Indicate whether your computations are based upon historical or projected data.
2. Additionally, provide the actual indirect rates for the past five years including the indirect rates proposed, the actual indirect rates experienced and, if available, the final negotiated rates. For each rate, provide the total dollar amount for pool expenses (the numerator) and total allocation base costs (the denominator), and the number of unallowable costs included in the historical data.

If your rates have been recently approved, include a copy of the agreement. If the agreement does not cover the projected performance period of the proposed effort, provide the rationale and any estimated rate calculations for the proposed performance period.

Offerors who propose indirect rates for new or substantially reorganized cost centers should consider offering to accept ceilings on the indirect rates at the proposed rates. Similarly, offerors whose subcontractors propose indirect rates for new or substantially reorganized cost centers should likewise consider offering to accept ceilings on the subcontractors' indirect rates at the proposed rates.

Note: The Government reserves the right to adjust an offeror's or its subcontractors' estimated indirect costs for evaluation purposes based on the Agency's judgement of the most probable costs up to the amount of any stated ceiling.

The offeror shall furnish the name and address of the Government agency and the name of the reviewing official if their rates have been recently accepted by a Government agency.

2. The attachment entitled "PAST PERFORMANCE" has been added. The text is as follows:

PAST PERFORMANCE QUESTIONNAIRE

SOURCE SELECTION SENSITIVE INFORMATION

Name of Offeror: _____

Contract Information

Name of Contractor: _____ **Contract Number:** _____

Contract Title: _____ **Contract Value:** _____

Type of Contract: _____ **Period of Performance:** _____

The ratings below are to be supplied by the reference indicated in Paste Performance Summary; NOT the Offeror.

Performance Elements	Totally Deficient	Poor	Inadequate	Adequate	Good	Superior
1. Quality of Product or Service						
2. Timeliness of Performance						
3. Effectiveness of Management						
4. Initiative in Meeting Requirements						
5. Response to Technical Direction						
6. Responsiveness to Performance Problems						
7. Compliance with Cost Estimates						
8. Customer Satisfaction						

9. Overall Performance						
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10. Remarks on outstanding performance

Provide data supporting this observation; you may continue on a separate sheet if needed:

11. Remarks on unsatisfactory performance

Provide data supporting this observation; you may continue on a separate sheet if needed:

12. Please identify any corporate affiliations with the offeror:

13. Would you do business with _____ again?
(insert offeror's name)**14. Information provided by:**

Name: _____

Title: _____

Mailing Address (Street and P.O. Box): _____

City, State and Zip Code: _____

Telephone Number: _____

Fax Number: _____

Date Information Provided: _____

